

Event Checklist

Before agreeing to participate in an Event:

- ☐ Notify (b)(6), (b)(7)c via e-mail

Once approved the following must be adhered too:

- ☐ Put event on *Outside Engagement* calendar:
 - ☐ Date & Time
 - ☐ Name of event
 - ☐ Where
 - ☐ Event description
 - ☐ Staff going
 - ☐ Event contact
 - ☐ EEO – how many attendees/students
 - ☐ Include an invite to key staff, including (b)(6), (b)(7)c
- ☐ Post leading up to event:
(Copy (b)(6), (b)(7)c when applicable)
 - ☐ WAMC's Facebook (you or New Media Admin)
 - ☐ WAMC's Twitter (you or New Media Admin)
 - ☐ Event's website w/ logo (b)(6), (b)(7)c (r New Media Admin)
 - ☐ WAMC's website (Same)
 - ☐ Press release (b)(6), (b)(7)c
- ☐ WAMC Swag to bring; if possible:
 - ☐ Banner
 - ☐ Membership info
 - ☐ Stickers
 - ☐ Pens
 - ☐ Pins
- ☐ Follow Up, if applicable, with (b)(6), (b)(7)c (b)(6), (b)(7)c

Day of Event:

- ☐ Post to:
 - ☐ Facebook
 - ☐ Twitter
- ☐ At event:
 - ☐ Take & Post pictures
 - ☐ Tweet

After Event:

- ☐ Post a photo to FB and say thanks to the venue, participants & attendees